

**IDHS DIVISION OF TRAINING**  
**PUBLIC FIRE AND LIFE EDUCATOR I/II**  
**PRACTICAL SKILLS AND EXAMINATION HANDBOOK**



**EVALUATOR HANDBOOK FOR PUBLIC  
FIRE AND LIFE SAFETY EDUCATOR  
I/II SKILLS  
NFPA 1035, 2010 Edition**

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**Skill Sheet # 1, Administration**

**Document public fire and life safety educational activities, given specific forms or formats, so that all activities are recorded and each component of the form or format is completed.**

Task: The candidate shall communicate verbally and in writing, utilizing forms, gathering and assembling information, maintain records, compile information, schedule events without conflict, and schedule time for pre-activity requirements.

Task Steps	
1.	Prepare a written activity report describing the type of program, number of students and problems encountered
2.	Text is concise, clear and legible
3.	To, from, date and subject are included in the heading
4.	Utilize forms, or create a form to gather and assemble information
5.	Presentation provides accurate educational information
6.	Schedule events without conflict
7.	Schedule time for pre-activity requirements

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

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**Skill Sheet #2, Planning and Development**

**Identify partners for addressing fire and life safety issues, given fire and life safety issues and community agencies, organizations, and associations, so that information and resources are shared.**

Task: Identify organizations with common fire and life safety goals, recognize opportunities for shared effort.

Task Steps	
1.	Identify organizations in your community with fire and life safety issues
2.	Identify community background information
3.	Recognize ways to share efforts and goals with those organizations

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**Skill Sheet #3, Education**

**Notify the public, given a scheduled event, so that the location, date, time, topic and sponsoring agency are included.**

Task: Distribute information according to the objective

Task Steps	
1.	Accurately and effectively notify the public; writing a press release or create flyer to notify the public of an upcoming public education event
2.	Include time, date and location
3.	Include topic, sponsoring agency, contact person

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**Skill Sheet #4, Education**

**Select instructional materials, given a subject, learning objectives, the intended audience and related resources, so that the materials are specific to the audience and activity objectives.**

**Maintain safety during fire and life safety education activities, given a lesson plan and a list of equipment, so that public fire and life safety activities are conducted without injury to educator or students.**

**Present a lesson plan with multiple presentation methods, evaluation instruments, time allotments, setting, and identified audience, so that the lesson plan is followed and the objectives are met.**

**Distribute educational information, given material, a specified audience, and time frame, so that the information reaches the audience within the specified time.**

Task: Assess instructional materials, recognize and mitigate potential hazards, implement lesson plans with identified learning objectives, apply presentation management skills, demonstrate presentation methods, use audiovisual equipment and materials, and distributed information.

Task Steps	
1.	Accurately and effectively assess materials
2.	Recognize and mitigate hazards
3.	Implement lesson plans, and objectives based on the audience
4.	Demonstrate acceptable presentation methods
5.	Utilize audio/video equipment and materials

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**Skill Sheet #5, Administration**

**Prepare a written budget proposal for a specific program or activity, given budgetary guidelines, program needs and delivery expense projections, so that all guidelines are followed, and the budget identifies all program needs.**

Task: The candidate shall estimate project costs, complete budget forms; create request statements, collect, organize, format budgetary information, complete program budget proposal, complete purchase requests, retrieve and organize past budget information, and project expenditures.

Task Steps	
1.	Estimate project costs
2.	Complete budget forms
3.	Create request statements
4.	Collect, organize, and format budget information
5.	Complete program budget proposal
6.	Complete purchase requests
7.	Retrieve and organize past budget information
8.	Project expenditures
9.	All forms completed clear, concise, and legible

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**Skill Sheet #6, Planning and Development**

**Establish public fire and life safety education priorities within a program, given relevant local loss and injury data, so that local public fire and life safety education activities address identified risk priorities.**

Task: Collect data, analyze data, establish priorities.

Task Steps	
1.	Collect data; addressed local public fire and life safety risk priorities
2.	Analyze data: addressing local risks priorities
3.	Establish risk priorities

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**Skill Sheet #7, Evaluation**

**Develop an evaluation strategy, given educational program goal and objectives and evaluation instruments, so that program outcomes are measured.**

**Implement an evaluation strategy, given educational program goals, and objectives and evaluation instruments, so that educational program outcomes are measured**

Task: Collect data, analyze data, and implement evaluation strategy. Measure program outcome, validate testing instrument. Implement evaluation methods.

Task Steps	
1.	Develop evaluation strategy to measure program outcomes
2.	Design evaluation instrument; validating testing instrument
3.	Implement evaluation methods

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**Skill Sheet #8, Planning and Development**

**Participate in fire and life safety collaborative partnership, given information on the organizations in the partnership, the goal of the partnership, and organizational guidelines, so that fire and life safety education objectives for the partnership are achieved.**

**Prepare a request for support resources, given an organizational policy on requesting resources and a description of the resources needed, so that the request conforms to the provider's requirements.**

Task: The candidate shall identify resources, negotiate, resolve conflict, interact in a group, communicate objectives, and recognize opportunity for shared effort and write proposals.

Task Steps	
1.	Write a proposal requesting resources needed
2.	Identify resources to collaborate with
3.	Negotiate and resolve conflicts
4.	Interact in a group, communicating objectives
5.	Recognize shared effort

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**Skill Sheet #9, Education**

**Develop informational materials, given an identified fire or life safety objective, so that information provided is accurate, relevant to the objective, and specific to the audience.**

**Develop a lesson plan, given learning objectives and a specified audience, so that the objectives are met.**

Task: The candidate shall assemble information in a specific format, generate written communication, design lesson plan, adapt lesson plan based on audience need.

Task Steps	
1.	Obtain specific learning materials, relevant to the objective
2.	Generate written communication
3.	Conform lesson plan format to audience
4.	Design lesson plan

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**Skill Sheet #10, Education**

**Develop educational materials, given a lesson plan and a specified audience, so that the materials support the lesson plan and are specific to the audience.**

**Adapt a lesson plan, given a specific audience, so that a modified lesson plan is responsive to the specific characteristics of the intended audience.**

Task: The candidate shall design educational materials, design lesson plan, adapt lesson plan based on audience need.

Task Steps	
1.	Determine instructional methods/techniques given a specific audience
2.	Design lesson plan
3.	Conform lesson plan to audience
4.	Design educational materials

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**Skill Sheet #11, Education**

**Design a public fire and life safety educational program, given a comprehensive educational strategy, so that the goals of the given strategy are addressed.**

**Adapt an educational program, campaign, or initiative , given results of an evaluation of the program, campaign, or initiative and a description of the program including target audiences and learning objectives, so that the learning objectives are achieved.**

Task: The candidate shall compile organize evaluate educational program elements, write specific objectives, write lesson plans, and analyze data.

Task Steps	
1.	Compiled, organized and evaluated educational program elements
2.	Write specific objectives
3.	Write lesson plans
4.	Analyze data

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